



Illinois Department of Corrections

Administrative Directive

Number:

04.50.101

Title:

Reentry Planning

Effective:

4/1/2021

Authorized by:

[Original Authorized Copy on File]

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Acting Director

Supersedes:

04.50.101 effective 8/1/2013 and 04.50.103 effective 6/1/2013

Authority

730 ILCS 5/3-2-2 and 3-14-1
20 ILCS 1370/1-46
410 ILCS 535/25 (1)
15 ILCS 335/4

Related ACA Standards:

5-ACI-4B-29, 5-ACI-5E-01, 5-ACI-5F-01-04

Referenced Policies:

02.42.105, 04.01.102

Referenced Forms:

DOC 0296 – Authorization for Payment
DOC 0307 – Transition Center Offender Budget Disbursement
DOC 0560 – Request for MSR Plan
DOC 0606 – Medicaid Application Refusal
DOC 0607 – Medicaid Application Follow-up
HFS 2378ABE – Application for Health Coverage and Help Paying Costs
SS-5 – Application for Social Security Card
SSA-3288 – Social Security Administration Consent for Release of Information

I. POLICY

It is the policy of the Illinois Department of Corrections to ensure that offenders are provided treatment, programming and a reentry pathway during their incarceration, as well as the opportunity to establish post incarceration plans to enhance their opportunities for successful reintegration into the community. The reentry pathway may potentially encompass housing requirements, length of stay, risk assessment, classification level, identified programming and treatment needs, and access to reentry resource materials, including technology and opportunities to request official documents.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instruction to all staff regarding the process of developing a reentry plan for all offenders including official document request timeframes, reentry programming and access to reentry resources.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least semi-annually.

D. Designees

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Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Medicaid – a federal and state program that helps with medical costs for some people with limited income and resources. Medicaid also offers benefits not normally covered by Medicare, including nursing home care and personal care services.

Official Documents – a form of identification by which an employer can verify the identity and legal right of the individual to work in the United States. Official documents shall normally include a Birth Certificate, Social Security Card, Illinois State Identification Card and a Department issued Temporary Identification Card.

Reentry Prep Program – formally known as Parole School Day 1, this class shall be offered to all offenders six to nine months prior to release. Field Services, Healthcare and Clinical Services staff shall present all information provided in the approved Reentry Prep Program guidelines as established by the Chief of Programs or the Reentry Administrator. Additional reentry topics shall cover release procedures, host sites and access to community services.

Reentry Resource Room – a designated, clearly marked room in each facility that provides computers and reentry materials and resources for offenders to use to prepare for community reintegration.

Reentry Resource Guides – Statewide and regional collections of local, state and federal resources related to social services, human services, local, state and federal agencies and services. Information on treatment and counseling in areas of substance abuse and mental health, faith-based organizations, food and clothing assistance, as well as educational and employment assistance shall be included.

Reentry Summits – Events hosted at a facility at least twice per calendar year for offenders within 18 months of release, which consist of state agencies and community-based organizations that come together at one time to provide reentry resources to men and women in custody prior to release. Reentry Summits may be held virtually if a facility has outside restrictions in place.

Rapid Reentry Program – A program designed for offenders that enter IDOC with less than one year to serve; who meet the security classification requirements. The Rapid Reentry Program shall prioritize offender reentry needs based on the outcome of the risk and needs assessment and proximity to release date, while also taking into consideration all applicable discretionary and earned program sentence credit.

F. General Provisions

A release plan shall be developed for each offender upon intake to guide the offender through his or her incarceration in the Department and shall give each offender an opportunity to complete programming and prepare for his or her release from custody.

1. A reentry plan shall be established for each offender and shall focus on obtaining official documents, identifying programming needs, developing a path to completion and confirmation of access to reentry resources:
 - a. Prior to one year from mandatory supervised release (MSR) or discharge; or
 - b. Within 60 days of admission, if admitted with less than one year to serve within the Department.

NOTE: If determined appropriate by the facility Clinical Services Supervisor and approved by the Chief Administrative Officer (CAO), an exception can be made for the above-mentioned provision. When an exception is approved by the CAO, written documentation of the exception rationale

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shall be sent to the Reentry Administrator.

2. For offenders scoring as moderate, high and very high risk to recidivate on the risk and needs assessment, the reentry plan shall be driven by the assessment and additional identified reentry preparation areas such as:
 - a. Cognitive behavioral programming;
 - b. Education and vocational programming;
 - c. Reentry Prep Program;
 - d. Employment seminars/job fairs;
 - e. Reentry summits;
 - f. Reentry workshops with community-based organizations or partner state agencies; and
 - g. Civics education and required programming with handouts.

G. Rapid Reentry Program

1. If an offender qualified for the Rapid Reentry Program due to being within one year of his or her MSR date, the offender shall be classified at the Reception & Classification Center (R & C) and expedited to an appropriate Rapid Reentry Program for a risk and needs assessment, programming and reentry services in accordance with Administrative Directive 04.01.102.
2. An offender shall only be transferred from an R & C to the Rapid Reentry Program and shall not be transferred from another facility when the offender has less than one year remaining on his or her sentence.
3. An offender that meets the criteria for the Rapid Reentry Program shall be transferred no later than 30 days from his or her arrival at the R & C to the Rapid Reentry Program based on his or her classification level. An exception to the time frame for transfer may be made if a transfer hold is placed on an offender or the facility has transfer restrictions in place.
4. Upon intake to the Rapid Reentry Program, offenders shall have a risk and needs assessment completed within 30 days and placed into appropriate behavior modification programming, treatment, vocational training, education or an institutional job based on the results of the assessment and time left to MSR.
5. An offender may be transferred out of the Rapid Reentry Program if his or her classification level changes or he or she is no longer appropriate for placement at the designated facility due to a negative institutional adjustment.

H. Reentry Resource Rooms

1. Each facility shall have a dedicated Reentry Resource Room for offender use that includes computer access with limited internet to approved reentry websites, folders with forms to request vital records and statewide and regional reentry resource guides.
 - a. The statewide and regional reentry resource guides shall be reviewed and updated within 12 months of the last review by the Reentry Administrator. All decisions on content and formatting shall be reviewed and assessed by the Reentry Administrator.

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- b. Additional reentry resources deemed appropriate by the Clinical Services Supervisor or CAO, in addition to the required forms and guides, may be included in the Reentry Resource Rooms.
- 2. An offender shall have access to the Reentry Resource Room at least one time when he or she is within one year, but no later than 30 days prior to, of MSR or discharge. Clinical Services shall determine if multiple visits and timeframes for offenders with more than one year are appropriate and grant access accordingly.
 - a. The Resource Room shall only be used by an offender when a designated staff member is present in the room.
 - b. Documentation of access to the room shall be entered in Offender 360 (O360).

NOTE: If applicable, Clinical Service Staff shall grant offenders additional access to the Reentry Resource Room when circumstances permit.

I. Medicaid Enrollment

- 1. The CAO at each facility shall designate a member of the Clinical Services staff who shall assist eligible offenders with completion of a Medicaid application to ensure the offender begins receiving benefits upon release.
- 2. Medicaid applications shall be completed with all offenders at least 60 days prior to the offender's release from custody. Verification of the application process for eligible offenders shall be documented in O360. Upon release, the offender shall be advised of his or her responsibility to notify the Department of Human Services (DHS) of his or her change of address.
- 3. Offenders who are approved for an Adult Transitional Center or Electronic Detention shall start the enrollment process immediately upon notification of acceptance.
- 4. If applicable, the Medicaid enrollment shall be completed in the Reentry Resource Room with the assistance of the identified designated staff member online using the Applications for Benefits Eligibility (ABE), or if not appropriate for the enrollment to be completed online, the paper Application for Health Coverage and Help Paying Costs, HFS 2378ABE.
 - a. During the ABE application process, offenders may enter their name as recognition of their rights and responsibilities.
 - b. Staff shall ensure the offender's release date is provided on the application.
 - c. The application shall be forwarded to the respective DHS office serving the facility.
- 5. Upon completion of the Medicaid application, staff shall provide the offender with the Medicaid Application Follow-up, DOC 0607.
- 6. The Medicaid Application Refusal, DOC 0606, shall be completed for any offender who declines to participate in the Medicaid application process. The form shall be retained in section 5 of the offender's master file.
- 7. The facility shall ensure the following information is entered into O360:
 - a. Date application was provided to the offender;
 - b. Refusal of the Medicaid application, if applicable;

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- c. Date application was submitted to DHS;
- d. Case status of application; and
- e. If approved, Recipient Identification Number (RIN).

J. Official Document Requests

1. Payment for Official Documents

- a. The offender shall be responsible for all costs for obtaining official documents and shall authorize the deduction of said costs from present or future funds in his or her trust fund account by submitting:
 - (1) For Adult Transitional Centers, a Transition Center Offender Budget Disbursement, DOC 0307.
 - (2) For all other facilities, an Authorization for Payment, DOC 0296.
- b. The cost for the official documents shall be as follows:
 - (1) Illinois Birth Certificate: Initial request shall be at no cost to the offender. All additional requests shall be equal to that of the normal cost assigned by the Illinois Department of Public Health (IDPH) for persons born within Illinois or the normal cost as assigned by the governing agency for persons born outside of Illinois. The Cook County Clerk's Office or IDPH will provide one free birth certificate per person with no time restriction from release.
 - (2) Social Security Cards: None
 - (3) Illinois State Identification Cards: None
 - (4) Department Issued Temporary Identification Cards: \$1.00

2. Request for Official Documents

- a. Offenders shall be advised that they may request official documents for issuance upon intake to their parent facility. This notification may be accomplished through posted notices, the offender orientation handbook or during reentry programming or case planning.

NOTE: It is the responsibility of the offender to fill out the appropriate paperwork and return to the clinical department to be submitted.
- b. Upon request, the counselor or identified reentry staff member shall provide the offender with the necessary County Clerk's forms or the IDPH form to request a birth certificate and document the date on which the offender received this form in O360.
- c. All official documents shall be maintained in a sealed envelope marked CONFIDENTIAL. The sealed envelope shall be retained in the offender's Field Service tickler file until release.
- d. An Illinois birth certificate can be requested at any time prior to MSR. Per the IDOC MOU with the Social Security Office, Social Security cards cannot be requested prior to 180 days from release.

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- (1) To request the issuance of official documents, the offender shall complete and submit the following documentation to his or her counselor.
- (2) For a Birth Certificate:
 - (a) The offender shall complete or submit:
 - i. The respective facility's IDPH/relevant Illinois county birth certificate request form;
 - ii. For offenders born outside Illinois, the appropriate application for the respective governing agency;
 - iii. A stamped envelope addressed to the Illinois Department of Public Health or applicable governing agency, if applicable;
 - iv. A self-addressed stamped envelope for the return of the Birth Certificate, if applicable; and
 - v. A DOC 0307 or DOC 0296, as applicable.
 - (b) Upon receipt of all documentation required for requesting a Birth Certificate, the Correctional Counselor shall:
 - i. Forward the documentation requiring payment to the Business Office; and
 - ii. Create batches, including all applicable payments, and mail to the designated office. Batches may be created by the facility, which shall not require a self-addressed envelope in some instances.

NOTE: The Business Office shall process the payment in accordance with Administrative Directive 02.42.105.
 - (c) Once the Birth Certificate is received, the designated staff member shall forward to the Field Service Representative to be placed in the offender's Field Service tickler file.
- (3) For a Social Security Card:
 - (a) The offender shall submit the Application for a Social Security Card, SS-5, and the Social Security Administration Consent for Release of Information, SSA-3288, to his or her Correctional Counselor.
 - (b) Designated staff shall collect all completed SS-5 and SSA-3288 forms from Correctional Counselors.
 - (c) The Correctional Counselor shall? complete the Certification of Prison Records for each offender requesting a Social Security Card.
 - (d) The Correctional Counselor? shall create batches that contain:
 - i. A cover letter that shall:
 1. Be printed on facility letterhead;

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- 2. Be signed by the assigned signatory; and
- 3. Indicate the number of SS-5's attached;
- ii. The Certification of Prison Records;
- iii. The completed SSA-3288 forms; and
- iv. The completed SS-5 forms.
- (e) The counselor shall mail the completed batches to the designated Social Security Administration Office.

NOTE: Any Social Security Card received that cannot be associated with an offender shall be returned to the Social Security Administration for disposition.

(4) Illinois State Identification Cards

- (a) Prior to all offender releases from custody, the Field Services Representative shall complete the Office of the Secretary of State Driver Services Department's Identification Card Verification Form IDOC & IDJJ (December 2019 – 1 – DSD A 306.3).
- (b) To properly complete the Identification Card Verification Form/IDOC & IDJJ form, the Field Services Representative shall input the following information in the corresponding blanks:
 - i. Offender's Legal Name;
 - ii. Street address and city that Offender will release to;
 - iii. Name of the IDOC Facility that Offender will release from;
 - iv. Address of the IDOC Facility that Offender will release from;
 - v. Date of Offender's release; and
 - vi. Offender's IDOC Identification Number.
- (c) If the Field Services Representative can verify the offender's Birth Certificate and Social Security Card in the offender's field service tickler file, the Field Services Representative shall check the line noting that those documents have been verified and enter offender's date of birth and Social Security Number.
- (d) If the Field Services Representative is unable to verify Offender's Birth Certificate and Social Security card in the offender's tickler file, the Field Services Representative shall check the line noting that those documents have not been verified.
- (e) The Field Services Representative shall:
 - i. Print and sign their name, date the form and list their telephone contact number at the facility.

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- ii. Stamp the form with the department stamp.
- (f) If the offender has not had his or her Illinois State ID card processed by the Secretary of State's office and returned to the IDOC facility, the Field Services Representative shall issue the completed DSD A 306.3 to the offender on the date of offender's release from custody, and shall notify the offender that:
 - i. He or she has 30 days from the date listed on the Identification Card Verification Form to visit an Illinois Secretary of State facility, with the completed form, to obtain a temporary identification card, which is valid for 90 days.
 - ii. After being issued a temporary identification card, he or she shall have 90 days to obtain required underlying documentation and return to a Secretary of State facility, with the documentation, in order to obtain a State Identification Card free of charge. This State ID shall be valid for five years.
- (g) If an offender has already been released from the facility, his or her official State Identification Card shall be mailed to the address of the approved host site on record and mailing shall be documented in O360.
- (h) Official State Identification Cards of offenders still in custody shall be maintained in the offender's Field Service tickler file and issued to the offender on the date of release.
- (5) For a Department issued Temporary Identification Card:

Upon receipt of the documentation required for requesting a Temporary Identification Card, the assigned Correctional Counselor or the designated staff shall:

 - (a) Verify a copy of the his or her birth certificate and Social Security card ;

NOTE: A Temporary Identification Card shall only be issued by the Department in the name of the offender exactly as shown on the committing court documents.
 - (b) If the information is incorrect, ensure that the identification card is corrected before issuing to the offender.

K. Reentry Prep Program

1. The offender shall complete the Request for MSR Plan, DOC 0560, during the Reentry Prep Program, unless it was already completed prior to attendance.
2. Field Services, Clinical Services and Healthcare Staff shall meet with the offenders in the Reentry Prep Program and present the approved Reentry Prep Program guidelines as established by the Chief of Programs or the Reentry Administrator.

L. Reentry Summits

1. Each facility shall hold at least two Reentry Summits per calendar year for offenders who are within 12 to 18 months from MSR.

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2. The purpose of each Reentry Summit shall be to attempt to bring in statewide and regional resources that assist in reentry services and employment options.
 3. Reentry Summits may be held virtually if restrictions are in place at the facility.
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